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12 May 1965

MEMORANDUM FOR: Director of Training

THROUGH : Executive Officer

SUBJECT : Bi-Weekly Activities Report #9, ISB/TR
29-April - 12 May 1965

1. Visual Aids Section

DTR

a. Three new charts were prepared for briefing purposes: "OTR Personnel," "OTR Training Effort" and "OTR Organization."

Operations School

25X1A

a. Sixteen page flip charts on subject of Surveillance for [REDACTED] is 90% complete.

25X1A

b. The Surveillance Exercise conducted by [REDACTED] was covered photographically. The film was processed and approximately 100 prints were developed for use in class critique.

25X1A

c. A course schedule board was prepared for [REDACTED] to cover schedulings up to June 1966.

MSOC

a. One 24 x 36 inch course schedule device was prepared from hook and loop material for [REDACTED]

25X1A

OTR Personnel

25X1A

a. One 30 x 40 inch bulletin board was prepared for Mr. [REDACTED]

ISB

a. 5 large signs, 2 labels, 2 city scape backdrops and one countryside landscape was prepared for use in the current Audio Surveillance film now in production.

b. Four separate animation jobs are in production for the same film; two will be complete on this date and two remaining are approximately 80% completed.

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Miscellaneous

Signs, nameplates and minor tasks were performed for all of OTR components during this period amounting to a substantial number of manhours, although only the major tasks above have been mentioned.

25X1A



Chief, Visual Aids Section

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25 June 1965

MEMORANDUM FOR: Director of Training

THROUGH : Executive Officer

SUBJECT : Weekly Activities Report #8, ISB/TR
21-25 June 1965

1. Audio Aids Section

25X1A

W a. Countermeasures Film. Shooting at [REDACTED] location was satisfactorily completed on schedule during the period 7 - 18 June. The remaining scenes in the picture will be shot here in the Broyhill building plus a few exterior shots. Shooting should be completed in about 10 days.

25X1A

25X1A

W b. Miscellaneous. [REDACTED] has requested that all of our equipment, which was recently stored in a room in the [REDACTED] gymnasium building, be relocated in order that a unit of the Office of Communications can move in by August 1. Storage space in a building at [REDACTED] has been offered for our use. However, before relocating our equipment again, I recommend a determination be made as to whether or not the film unit will ever again use the [REDACTED] sound stage. If not, perhaps the equipment should be moved closer to the headquarters area at this time if suitable storage facilities can be made available.

25X1A

25X1A

2. Visual Aids Section

Intelligence Production Faculty

25X1A

a. One set of aerial photos was mounted with stereo transparencies attached. Total number of mountings was 24. These were requested by [REDACTED]

b. Two 35mm color transparencies were prepared from aerial photos.

Operations School

a. Twelve 35mm color transparencies were made from an existing chart. "Methods of Handling Station Funds."

b. Four briefing documents were photo-copied for use by DDTR.

c. Revision was made on a CIA organization chart to include "Office of Medical Services."

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Registrar

a. A cover design was prepared for the June-July issue of OTR. Bulletin as well as 15 titles for article headings.

Miscellaneous

a. Signs and nameplates totaling approximately 100, were prepared during this period.

b. Work is progressing on the following projects:

(1) Illustrations for Audio Film animations.

(2) Chart - OTR Training Effort and Film titles for SIC debriefing film.

25X1A



Chief, Instructional Services Branch

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